

Certipost E-Trust certification services

**Normalised Certipost E-Trust certificate
Web Server Order Form for 3 URL's**

Version 1.0, Automated Local Registration Authority Operator (LRAO)

Reserved for the Local Registration Authority (LRA)

Organisation Name : Requestor Name :

LRA operator (LRAO):

Contract number:

Date of receipt:

Place where the copy of the registration documents is held in safekeeping:

.....

Hereby certifies that this Order Form and the appendixes hereto are duly authenticated and validated.

☐ 1 year☐ 2 years☐ 3 years

Signature of the LRAO:

OUTDATED
Procedure

Please fill in this Order Form and read the General Terms and Conditions (Object Identification Number (OID): 0.3.2062.7.1.2.1.1) that form an integral part hereof and are available on the Internet site <http://www.e-trust.be/CPS/QNcerts> or on request from the authorized LRA¹.

For your file to be validated, you must go to an authorized LRA. You will therefore need to make an appointment with an LRA.

- You must go to an LRA² in person, taking the following documents and a diskette with you :
 - ☐ This duly completed and signed Order Form;
 - ☐ A signed copy of both sides of your identity card, passport or similarly valid official document;
 - ☐ The electronic certificate application on a diskette, since the key pair will have been generated by you;
 - ☐ A copy of the current official memorandum and articles of association of the companies/organizations you officially represent, or, failing this, an excerpt from the register of companies or any other valid official documents, including the relevant excerpts from the Belgian Official Gazette or a similar document.
 - ☐ If the person presenting himself to the LRA and signing the order form (requestor part) is acting on behalf of the legal representative of the Organisations, the Organisations shall submit proof of the fact that this person is duly authorized to sign for the legal representative. A signed copy of both sides of the identity card, passport or similarly valid official document of this legal representative shall be delivered also.
 - ☐ Proof that the server domain name for the business (hereinafter referred to as "the Organization") has been registered and is therefore unique.

¹ The list of recognized LRAs is available from the following address: www.e-trust.be/CPS/QNcerts.

² In accordance with the Certificate Policy for Standard E-Trust Certificates for Web Servers (OID: 0.3.2062.7.1.1.1.1)

The data that follows shall form an integral part of your digital certificate. Some fields are optional, which means that you are not obliged to have this data certified. Where this is the case, you do not have to fill in the fields concerned. The certificate will have the same probative value regardless of whether these optional fields are filled in.

The fields in *italics* are optional; the others are mandatory.

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³ Personal data communicated by the applicant to Certipost will be incorporated into files held by Certipost S.A., Centre Monnaie, B-1000 Brussels, and, as appropriate, in files held by the LRA. This data shall only be used for the purposes of providing Certipost E-Trust services. This personal data may be inspected and rectified by the Customer.

4 The amount charged varies depending on whether it is a wildcard certificate and/or a multiple URL certificate and is indicated in the "Charges and Payment" section. Please enter a "*" if you are applying for a wildcard certificate.

This information will be used by Certipost to check your identity. This information shall not be placed in the public domain and Certipost undertakes to treat it as confidential².

[illegible]

You will note that one field is for the **Suspension/revocation password**. This password will be used by Certipost (E-Trust) to authenticate your requests for suspension/revocation. A minimum of four characters is required, but it is recommended that all eight boxes be used. **Under no circumstances shall this password be the same as that protecting your private key.**

Suspension/revocation password

The following information will not appear on the certificate. It will be used by Certipost (E-Trust) to check the organizational identity. The "optional" fields do not need to be filled in.

[illegible]

[illegible]

In case URL's from multiple organizations are certified within the same certificate, please fill in the information for the 2nd and 3rd organization below

Information for checking the Organisational identity³ (2nd organization)

The following information will not appear on the certificate. It will be used by Certipost (E-Trust) to check the organizational identity. The "optional" fields do not need to be filled in.

Official name of the Organization (as indicated in the memorandum and articles of association)	OUTDATED																																																											
Address of the Organization:																																																												
Street																																																												
Number																																																												
Postbox																																																												
Postal code																																																												
City																																																												
Country																																																												
Telephone number for the Organisation's office																																																												
Fax number for the Customer's office (optional)																																																												
E-mail address																																																												
Name of the duly appointed representative																																																												
Position held by the duly appointed representative (optional)																																																												

[illegible]

Information for checking the Organisational identity³ (3rd organization)

The following information will not appear on the certificate. It will be used by Certipost (E-Trust) to check the organizational identity. The "optional" fields do not need to be filled in.

[illegible]

Information about charges and payment³

The charge for the Normalised E-Trust SSL Web Server Certificate is :

- EUR 298 for 1 year
- EUR 536,4 for 2 years
- EUR 715,2 for 3 years

A maximum of 3 URL's are certified for this price.

The charge must be paid on receipt of the bill. Please provide the following information for billing purposes.

Purchase Order : Requestor Part**Agreement and signature**

I hereby confirm having cognizance of the General Terms and Conditions (OID: 0.3.2062.7.1.2.1.1) for Certipost Normalised E-Trust Certificates for SSL Webservers, and in particular of my obligations thereunder, and confirm my acceptance thereof by signing this Order Form.

I likewise acknowledge that the authorized LRAs are required, by law, to ask for suspension or revocation of certificates they have issued should there be any indication that: they were issued on the basis of information that is inaccurate or falsified; the information no longer reflects the reality; or the reliability of the data relating to the signature created can no longer be guaranteed.

I hereby confirm that the information given on this Order Form or appended hereto and provided to the LRA, is true, accurate and complete.

Date: City:

Last name and first name(s):

Signature:

OUTDATED

Purchase Order : Organisation Part

The undersigned,
(name of the due representative of the Organisation or his proxy), representing
.....
(name of the Organisation), with registered offices at, with Company number
....., and VAT number BE....., formally states the
following :

a) I have given proxy to the Requestor for requesting a Normalised SSL Webserver Certificate on behalf of the Organisation by filling in and signing the present Order Form;

b) I acknowledge having taken notice of the General Terms and Conditions (OID: 0.3.2062.7.1.2.1.1) for Certipost Normalised E-Trust Certificates for SSL Webserver from Certipost (E-Trust), and more specifically of the obligations of my Organisation therein, and explicitly accept them integrally by signing this Order Form.

c) I acknowledge that the authorised Local Registration Authorities (LRA's) have the legal obligation to request the suspension or revocation of the certificates they have issued whenever it is assumed that these certificates have been delivered based on false or falsified information or whenever the information does not correspond anymore with the reality or whenever the confidentiality of the data relating to the creation of the signature is not guaranteed anymore. I acknowledge that when information about one organisation isn't valid anymore, the certificate will be revoked.

d) I confirm that the information in the Order Form and in its annexes, sent to the Local Registration Authority's Officer, is correct, detailed and complete.

Date : Location :

Signature :

Purchase Order : Organisation Part (2nd Organisation)

The undersigned,
(name of the due representative of the Organisation or his proxy), representing
(name of the Organisation), with registered offices at, with Company number
....., and VAT number BE....., formally states the following :

a) I have given proxy to the Requestor for requesting a Normalised SSL Webserver Certificate on behalf of the Organisation by filling in and signing the present Order Form;

b) I acknowledge having taken notice of the General Terms and Conditions (OID: 0.3.2062.7.1.2.1.1) for Certipost Normalised E-Trust Certificates for SSL Webserver from Certipost (E-Trust), and more specifically of the obligations of my Organisation therein, and explicitly accept them integrally by signing this Order Form.

c) I acknowledge that the authorised Local Registration Authorities (LRA's) have the legal obligation to request the suspension or revocation of the certificates they have issued whenever it is assumed that these certificates have been delivered based on false or falsified information or whenever the information does not correspond anymore with the reality or whenever the confidentiality of the data relating to the creation of the signature is not guaranteed anymore. I acknowledge that when information about one organisation isn't valid anymore, the certificate will be revoked.

d) I confirm that the information in the Order Form and in its annexes, sent to the Local Registration Authority's Officer, is correct, detailed and complete.

Date : Location :

Signature :

Purchase Order : Organisation Part (3rd Organisation)

The undersigned,
(name of the due representative of the Organisation or his proxy), representing
(name of the Organisation), with registered offices at, with Company number
....., and VAT number BE....., formally states the following :

a) I have given proxy to the Requestor for requesting a Normalised SSL Webserver Certificate on behalf of the Organisation by filling in and signing the present Order Form;

b) I acknowledge having taken notice of the General Terms and Conditions (OID: 0.3.2062.7.1.2.1.1) for Certipost Normalised E-Trust Certificates for SSL Webserver from Certipost (E-Trust), and more specifically of the obligations of my Organisation therein, and explicitly accept them integrally by signing this Order Form.

c) I acknowledge that the authorised Local Registration Authorities (LRA's) have the legal obligation to request the suspension or revocation of the certificates they have issued whenever it is assumed that these certificates have been delivered based on false or falsified information or whenever the information does not correspond anymore with the reality or whenever the confidentiality of the data relating to the creation of the signature is not guaranteed anymore. I acknowledge that when information about one organisation isn't valid anymore, the certificate will be revoked.

d) I confirm that the information in the Order Form and in its annexes, sent to the Local Registration Authority's Officer, is correct, detailed and complete.

Date : Location :

Signature :

OUTDATED